
Army Career and Alumni Program (ACAP)

The Army Career and Alumni Program provides transition and job assistance. It helps develop an individual transition plan and provides counseling on the effects of career change.

The program also provides individual career counseling, resumé preparation, access to national employers, and referral to other job assistance agencies.

ELIGIBILITY REQUIREMENTS

To receive ACAP services, you must be planning to leave the federal government. Separation can be voluntary or involuntary.

- **Voluntary separations** include Department of the Army civilians who leave the federal service because of retirement or voluntary resignation.
- **Involuntary separations** include reduction in force, transfer of function, or base realignment and closure.

You are **not eligible** if you are separated for personal cause. This includes separation because of (or to avoid) formal disciplinary action due to performance or conduct.

REGISTRATION

Contact your human resources office for information.



DISCUSSION

The Corps is working with the Army Career and Alumni Program to provide services at Corps locations affected by the reorganization. This may include setting up ACAP offices at divisions and districts. (There are already over 60 offices at Army installations.)

The offices have an automated job assistance center with thousands of potential employers listed in an Army employer network.

The offices also provide individual counseling and workshops to help you—

- Establish realistic career goals and objectives.
- Prepare an effective resumé.
- Network and follow-up job opportunities.
- Improve interview techniques.
- Negotiate pay and benefits.
- Write letters and improve telephone techniques.
- Evaluate strategies.

QUESTIONS AND ANSWERS

Since this program is for both military and civilians, who has priority?

A priority order helps schedule services and make the best use of available resources. Priorities are based on the need for services and length of time remaining before separation, not on whether you are military or civilian.

It includes Army military and civilian service members and their family who are—

Priority 1. Projected to separate within 90 days.

Priority 2. Projected to separate within 91 to 120 days.

Priority 3. Projected to separate within 121 to 180 days.

Priority 4. Moving voluntarily and projected to separate within more than 180 days.

Non-Army Department of Defense personnel serviced by Army installations or activities also fall into priority 4.

Do I have to take leave to participate in any of the workshops or seminars presented by ACAP?

No. Army civilians may be authorized excused absence to use ACAP services.

My spouse needs help finding a job. Can my spouse use ACAP services if I may be leaving federal service?

Yes. Family members are eligible for these services if the sponsor looking for employment is also participating.

